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Applicability: Central Office, District Offices and Regional Centers

The purpose and objective of this document is to provide employees of the Department of Disabilities and Special Needs with an awareness of the proprietary nature of most computer software products that they may use on a daily basis in conjunction with their use of Departmental computer systems. A further objective of this document is to define and clarify the proper procedures for acceptance of new software for use at the Agency as well as the ongoing use and handling of all proprietary computer software. The improper use and handling of proprietary software, if it violates the author or vendor's copyright, patent or licensing agreements can result in litigation for both the individual employee as well as the Department with the potential legal consequences associated with the findings of a criminal act.

It is the policy of the Department of Disabilities and Special Needs to abide by and enforce all computer software copyrights, patents and licensing agreements.

Some examples of violations of licensing agreements or copyrights are as follows:

- 1) Making unauthorized copies of software.
- 2) Loading a copy of software licensed for use with only one unit or network to more than one stand-alone processor or network.
- 3) Using specialized programs or techniques to bypass vendor software protection.

DISTRICT I

P.O. Box 239
Clinton, SC 29325-5328
Phone: (864) 938-3497

Midlands Center - Phone: 803/935-7500
Whitten Center - Phone: 864/833-2733

DISTRICT II

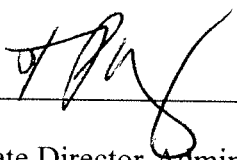
9995 Miles Jamison Road
Summerville, SC 29485
Phone: 843/832-5576

Coastal Center - Phone: 843/873-5750
Pee Dee Center - Phone: 843/664-2600
Saleeby Center - Phone: 843/332-4104

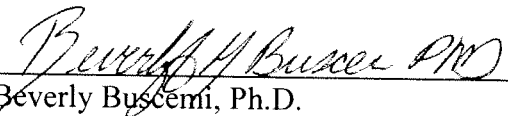
- 4) Taking software home for personal use on a home computer.

The following procedures should serve to insure the department's implementation and compliance with this policy.

- 1) The Information Technology (IT) Division is responsible for the maintenance and inventory of all software and license agreements owned by the Department of Disabilities and Special Needs. All computer software, documentation and associated contracts and/or agreements should be received or delivered directly to IT for proper registration, cataloging and preparation for use within the Department.
- 2) The Information IT Division is responsible for loading or authorizing the loading of all software to the Department's desktop and server computers. The original copies of the software, the license agreement and instructions for installation will be retained by the Information Technology Division.



Tom Waring
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(Originator)



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(Approved)